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(Minutes of OCh/G Staff Meeting, 2 November 1953)

25X1A9a PRESENT:

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1. [REDACTED] reported that [REDACTED] of Classification and Wage Division is finishing his job description survey in D/GP this afternoon. He has checked the Administrative Assistant positions in each of the Divisions and in OCh/G, and will survey the job description for the Special Assistant to Ch/G in the near future. This will complete his survey of job descriptions for the Geographic Area.

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2. [REDACTED] reported that he, with the assistance of [REDACTED] will brief the Scientific Estimates Committee tomorrow morning (3 November). The group to be briefed will consist of representatives from the Office, Chief of Engineers, U. S. Geological Survey, Beach Erosion Board, and Army Map Service.

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3. [REDACTED] reported on the status of plans for developing a "clearing house" for information concerning Geographic Research projects. He described the result of the conference between himself and [REDACTED] and [REDACTED] of OIC. [REDACTED] and [REDACTED] are preparing a written statement of their somewhat divergent views as to the best means of solving this problem.

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4. It was pointed out that the Daily Diary and the regular Monthly Report should not be used for mention of certain very sensitive projects. The use of Memoranda for Record in such cases was suggested as a desirable alternative.

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5. [REDACTED] presented a memorandum that had been prepared for his signature concerning automatic distribution of Army Map Service productions within CIA. This represented the results of a survey made by D/GL personnel at the request of Army Map Service. [REDACTED] indicated that he was reluctant to sign the memorandum in its present form. It was suggested that the matter be coordinated with [REDACTED] of the Liaison Division, OCD, and that the memorandum be prepared for [REDACTED] signature.

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6. [REDACTED] reported that he had learned from [REDACTED] that the secretary's position in the Liaison Division had been saved, at least temporarily. Although [REDACTED] has been transferred to another position [REDACTED] a replacement for [REDACTED] office has been secured.

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NO CHANGE IN CLASS. ☐☒ DECLASSIFIED

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AUTH. DATE:

DATE: 11/78

REVIEWER: 372044

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25X1A9a 7. [REDACTED] indicated that D/GC will vacate space to be  
25X1A9a used by [REDACTED] staff, and that the move is expected to take place  
on Wednesday, 4 November.

25X1A9a 8. [REDACTED] mentioned the necessity of obtaining SI clearance  
for another member of the USSR Branch, D/GG, and an additional member  
of the Stellite Branch, D/GG.

25X1A9a ACTION: [REDACTED] will initiate requests for clearances for  
25X1A9a [REDACTED] and [REDACTED]. 25X1A9a

25X1A9a 9. [REDACTED] requested guidance concerning the advisability of  
destroying negatives for old maps produced by D/GC. It was indicated  
that, if possible, these negatives should be stored in the CIA Records  
Center rather than destroyed.

25X1A9a ACTION: [REDACTED] to investigate the possibility of storing these  
negatives in the Records Center.

25X1A9a 10. There was some discussion of plans for beginning the Photo  
Interpretation course to be offered for Economic Area analysts by D/GP.  
[REDACTED] is assisting D/GP in making arrangements for a class room  
and for equipment to be used in the course. Classes will begin on  
Monday 9 November, and there will be two class meetings per week, instead  
of the four meetings originally planned.

25X1A9a 11. [REDACTED] inquired concerning the Geographic Area use of  
compensatory overtime. It was pointed out that compensatory overtime  
will be authorized only in those cases where it is necessary for personnel  
to work extremely long hours to meet deadlines on specific projects. All  
requests for compensatory overtime must be approved in advance.

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